

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

Open Competitive Exam # 1657

OPEN COMPETITIVE EXAMINATION FOR: SUPERVISOR OF STREETS

SALARY: \$59,000 - \$69,000 PER YEAR

Note: Position reports to the Deputy Director of Operations

FRINGE BENEFITS: Choose from three available health insurance plans (employee contributions vary), Prescription Drug Rider, Dental Plan; Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 by 4:50 p.m. on:

November 8, 2004

IMPORTANT:

1. Veterans - Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents - Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.

EXAMPLES OF DUTIES: This is responsible administrative work in directing the maintenance, repair and cleaning of the city street and sewer systems; supervises, through subordinate staff, the municipal street programs; coordinates work programs and directs the effective use of personnel, equipment and funds; plans, organizes, coordinates and directs the maintenance, upgrading of, street and roadway surfaces, signs, sidewalks and walls and assists in the reconstruction of sewers; establishes, plans, and directs recurring maintenance management and safety programs; schedules, assigns, and supervises the sweeping and flushing of streets, and the removal of brush and weeds from the City's rights-of-way and other city properties and assists the in the removal of bulk refuse; supervises the seasonal weed control (spraying) program; coordinates the collection of clean up debris with federal, state, and other regulatory agencies and (local) groups; principally responsible for organizing, assembling and directing crews to keep streets open under conditions of snow, ice, flooding or other emergencies; advises and reports on condition of City streets recommending resurfacing or other measures; assists the Director of Public Works with establishing objectives and work programs for the Bureau; plans, coordinates, prepares and oversees the execution of outside services contracts which may be part of the Bureau's annual maintenance programs; assists with the establishment of work rules, operating policies, performance standards and other controls necessary to achieve objectives; prepares periodic and special reports to document bureau's activities; prepares and maintains the permits necessary for the safe and approved operation of salt and sand storage, snow removal and other such activities as may be required; prepares the annual and capital bureau budget request and submits to the Director of Public Works (or authorized agent), as required; counsels, reviews and evaluates employees and administers applicable union contracts as required; performs other related work as required or directed.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Must be able to attend occasional (evening) Board and community meetings. Thorough knowledge of the methods, tools, equipment, practices, procedures, techniques and technologies of street, bridge, storm and sanitary sewers, and related maintenance work. Thorough knowledge of the City street systems or the ability to acquire that knowledge within a reasonable time. Thorough knowledge of the types and uses of construction and maintenance equipment. Ability to plan, organize and supervise through subordinates the work of a large number of skilled, semi-skilled, and un-skilled workers engaged in street and sewer maintenance and repair related activities. Ability to perform work under emergency conditions with a minimum amount of direction and supervision. Ability to express ideas clearly and effectively, orally and in writing. Knowledge of computers and software programs (maintenance and word processing) or the ability to learn in a reasonable amount of time. Ability to prepare and present clear and concise reports. Ability to establish and maintain effective working relationships with other Public Works Bureau Chiefs, employees, City officials, unions and the public.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE: Graduation from High School, or GED and 5 years of technical and administrative experience, in a supervisory capacity, in road maintenance, preferably as part a large scale municipal street maintenance and repair operation required.

ADDITIONAL REQUIREMENT: Must possess a valid motor vehicle driver's license. This position is covered between the City of Waterbury and the Waterbury Municipal Administrators Association. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within fifteen (15) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification of examination will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V